



*VIRGIN ISLANDS DEPARTMENT
OF HUMAN SERVICES
DIVISION OF FAMILY ASSISTANCE*

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) EMPLOYMENT AND TRAINING HANDBOOK



**Employment
& Training**

WELCOME MESSAGE OFFICE OF THE COMMISSIONER

Welcome to the Department of Human Services website, where we are thrilled to offer you a valuable resource that highlights the multitude of programs and services, we extend to the wonderful people of the Virgin Islands. As your Commissioner, I want you to know that we hold you, our clients, close to our hearts. Your well-being is our top priority, and delivering exceptional service is at the core of our mission as a government agency. “We hope to continue our unwavering commitment to enhancing the quality of life for individuals and families with diverse needs. Our grand vision is to emerge as a public sector agency that empowers individuals and families on their journey toward self-sufficiency, with a delivery system of services that is as seamless as a warm welcome.”

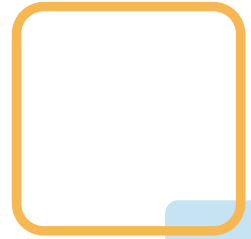


Averil George

Commissioner



VISION MISSION



- **VISION**

The Department of Human Services is geared toward and prepared to provide responsive and effective services, designed to motivate individuals and families to achieve their highest levels of self-sufficiency.

- **MISSION**

The Department of Human Services is committed to emerging as a public sector agency that empowers individuals and families towards self-sufficiency through a seamless delivery system of services.



THE DIVISION OF FAMILY ASSISTANCE SNAP E&T SERVICES

The Virgin Islands Department of Human Services Supplemental Nutritional Assistance Program (SNAP) Employment and Training (E&T) plays a vital role in this mission by providing a wide range of employment and training services for clients who receive SNAP benefits.

The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program assists SNAP recipients in achieving their career goals by providing participants with a broad range of services focused on their interests and needs.

The program is completely voluntary, and participants receive reimbursements for eligible transportation, childcare, and other participation-related expenses.

Section 6(d) (4) (k) of the Food & Nutrition Act of 2008, as amended, provides that the amount of Federal E & T funds a STATE funded under Title IV-A of the Social Security Act (42 U.S.C. 601 et seq.) is limited to the amount of Federal E & T funds the STATE agency expended in fiscal year 1995 to provide services to Title IV-A recipients.

More Than a Job.

SNAP Employment & Training programs connect SNAP participants to employment opportunities, job training, transportation, childcare and more.

Virgin Islands Department of Human Services SNAP E&T 's program offers:

- Case Management
- Job search assistance
- Transportation support
- Child & dependent care support

Contact us at: (340) 774-0930- St. Thomas Office

(340) 772-7100- St. Croix Office

(340) 776-6334 - St. John Multi-Purpose Center

Visit our website at : <https://dhs.vi.gov/>





ABOUT OUR SNAP E&T SERVICES

Who can participate in the program?

Anyone who receives SNAP (Food Stamps), but does not also receive benefits through the Temporary Assistance for Needy Families (TANF) program, is eligible to participate.

What services are available?

The U.S. Virgin Islands Department of Human Services collaborates with community partners and vendors who assist clients in moving towards self-sufficiency. Some of the services that are provided by our SNAP Employment and Training Program include:

- One-on-one career coaching and guidance
- Case Management
- Resume development
- Interviewing Techniques
- Supervised Job Search
- Job Search Training
- Personalized Career/Job Readiness Assessments
- Computer lab access
- Supportive services

OUR CRITERIA FOR SNAP E&T

The following criteria are used to determine if a participant is eligible to be enrolled in SNAP voluntary E&T:

- Those receiving SNAP benefits in the month they participate
- Those having SNAP benefits verified by staff and receiving a referral from VIDHS.

What is the SNAP E&T Enrollment Process?

1. Initial Contact with SNAP Eligibility Specialists

- The referral process begins with SNAP Eligibility Specialists who introduce the SNAP E&T program information to prospective SNAP clients during the intake process. They provide an overview of the benefits and opportunities available through the program.

2. Completion of Work Registrant Form

- As part of the intake process, clients are required to complete a Work Registrant Form. This form collects essential information about the client's employment status, skills, and interests.

3. Forwarding the Information

- Once the Work Registrant Form is completed, it is forwarded to the identified vendor responsible for providing SNAP E&T services. This vendor has the resources and expertise to assist clients effectively.

OUR CRITERIA FOR SNAP E&T

4. Vendor Contact

- The vendor will then reach out to the clients, using the contact details provided in the Work Registrant Form. They will set up an appointment for the client, offering options for both in-person and virtual meetings to accommodate varying needs.

5. Preparation and Support

- During the initial appointment, the vendor will conduct assessments and begin preparing clients for employment. This includes:

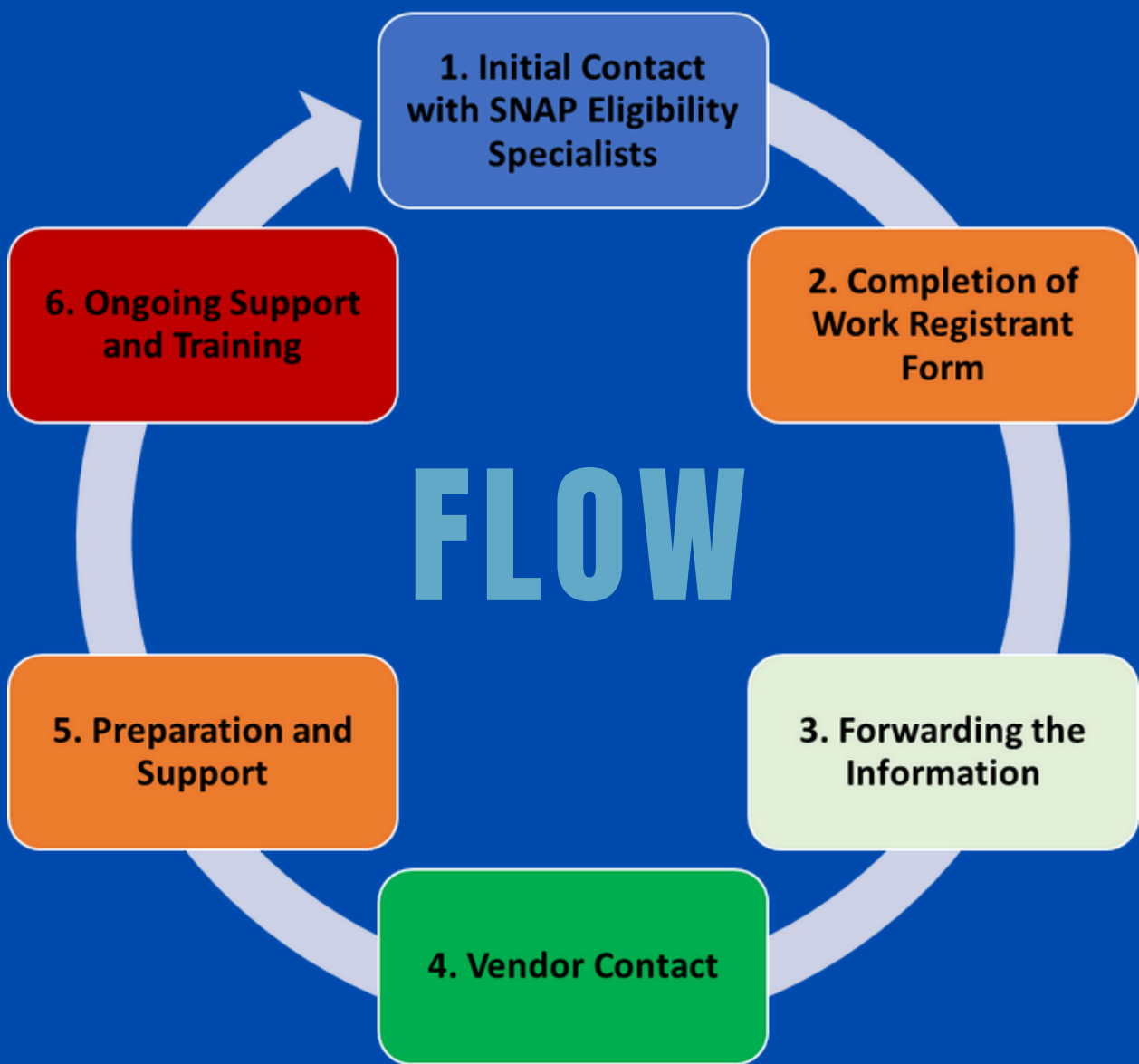
- Assisting with supervised job searches, where clients can receive guidance on finding job opportunities.

- Providing case management to support clients throughout their journey, addressing any barriers they may face, and connecting them to additional resources.

6. Ongoing Support and Training

- The vendor continues to work closely with clients, offering workshops and support services to enhance their employability and success in the job market.

SNAP E&T REFERRAL PROCESS



I got into trouble with the law and got locked up. When I got released that's when I thought to myself, I don't want another job; I actually want a career.

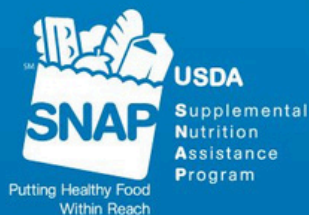
– Usman, Welder



Get more than a job with SNAP Employment and Training.



Learn more about your State's program at fns.usda.gov/snap-et



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HOW CAN SNAP E&T BENEFIT YOU

The SNAP Employment and Training (E&T) program offers several benefits to participants, aimed at enhancing their employment prospects and overall well-being. Here are some key benefits:

1. Skills Development

- Participants receive training that helps them acquire new job-related skills, making them more competitive in the job market.

2. Job Placement Assistance

- The program provides support in finding job opportunities, including resources for job searching, resume writing, and interviewing techniques.

3. Financial Support

- Participants may receive transportation assistance, childcare support, and funds for work-related items, alleviating some financial burdens associated with job searching and employment.

4. Increased Earnings Potential

- By enhancing skills and gaining employment, participants can increase their earning potential, leading to better financial stability for themselves and their families.

HOW CAN

SNAP E&T BENEFIT YOU

5. Personal Growth

- The program supports personal development through workshops on financial literacy, time management, and communication skills, empowering individuals to succeed in their careers.

6. Case Management

- Ongoing case management ensures that participants receive personalized support tailored to their specific needs and circumstances, helping them address challenges effectively.

7. Connection to Resources

- Participants gain access to additional community resources and services, such as housing assistance, healthcare options, and educational opportunities, which can further facilitate their path to self-sufficiency.

8. Reducing Dependency on SNAP

- The ultimate goal of the SNAP E&T program is to help participants attain stable employment, reducing their long-term dependency on SNAP benefits and promoting self-sufficiency.

By participating in the SNAP E&T program, individuals can gain valuable skills, support, and resources that help them transition into stable, rewarding employment/careers and improve their overall quality of life. If you have more specific questions or need further information, feel free to ask!



REGISTER TODAY FOR **SNAP E&T**

- **OUR ELIGIBILITY SPECIALISTS TEAM**

Will get you registered in our SNAP E&T program, and you will begin your journey towards self-sufficiency!

- **OUR SERVICE PROVIDER**

Will ensure that the services you receive are individualized to meet your specific career/job readiness goals.

- **REMEMBER- VIDHS IS HERE TO HELP YOU REACH YOUR GOALS THROUGHOUT THIS JOURNEY**

Don't hesitate, there's no time to waste! Do it Now!



CONTACT

INFORMATION

Contact us, we are ready to help and serve every consumer properly and precisely.



(340)774-0930- St. Thomas Office

(340) 772-7100- St. Croix Office

(340) 776-6334- St. John Office



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St. John Multipurpose Building
DHS Head Quarters in St. John
Cruz Bay, St. John



facebook.com/usvidhs



linkedin.com/company/usvidhs

More Than a Job.

Build a better future with SNAP E&T.

SNAP Employment and Training programs offer more than a job. Find programs that can connect you to training, personal support, and help with things like books, uniforms, and childcare.

Virgin Islands

**Department of Human
Services SNAP E&T**

-Case Management

-Job search assistance -

Transportation support -

**Child & dependent care
support**

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THANK YOU

